



COMMUNITY SERVICES ADVISORY COMMITTEE MINUTES

Meeting – Wednesday, January 20, 2021
7:00 – 9:00 pm - BY MS TEAMS

Present: Ashraf Amlani
Rebecca Ferguson
Meggie Hou
Cathy Harvey
CS Kim
Ellison Mallin (left at 7:30)

Stephane Perrais
Matina Spiropoulos
Donna Zwickel

Regrets: Maxwell Lai
Constantine McQuade
Victor Schwartzman
Pamela Wilkinson

Staff: Eirikka Brandson, Social Planner
Mary Jukich, Committee Clerk

1. Welcome

The meeting was called to order at 7:00 pm.

2. Election of Chair and Vice Chair

Nominations were called for the position of Committee Chair. Ash Amlani was nominated and as there were no further nominations, Ash Amlani was acclaimed as the Chair of the Committee.

Election of Vice-Chair was deferred to the February meeting.

3. Adoption of Agenda

MOVED BY Ash Amlani and seconded by Donna Zwickel
To adopt the agenda.

CARRIED

4. Adoption of Minutes

MOVED BY Stephane Perrais and seconded by CS Kim
To adopt the November 18, 2020 minutes.

CARRIED

5. Round Table Introductions

Members were introduced and welcomed to the Committee.

6. Business Arising

6.1. Covid-19 Response – Flexibility for Allowing Agencies to Shift Funds

Last year with the 2020 cycle, the report to Council indicated that the agencies had some flexibility to shift some funds. Through that process, there were three agencies who indicated they wanted to repurpose the funds, and this was brought to CSAC in November for information. In this regard, as we are still in a Covid-19 environment, members were requested to provide their comments on whether or not to proceed similarly as in 2020 and allow the flexibility to the agencies to repurpose/shift if needed. On discussion, the following comments were provided:

- A suggestion was presented to have additional questions around Covid-19 and possible impacts to the agencies. Possible wording for the question could be “Do you think you can run the program in the coming year, and how do you plan to continue the program if Covid-19 protocols are still in place”, and if the application is for a program, then perhaps “If you cannot run the program, how will the funds be repurposed”.
- It was noted that as agencies are 10 months in with the pandemic, they would have identified in 2020 any issues encountered and in 2021 would most likely include specific needs in their proposals.
- A question was raised as to what are the responsibilities of local government and in particular the DNV for responding to the Covid-19 crisis, and if there are new ways that the government is providing service to residents because of Covid-19. Information was provided that there has been shifting and changing because of Covid-19. With respect to social issues, the DNV has worked in partnership with the other municipalities and closely with the Emergency Operations Centre from the onset of Covid-19, and there were specific priority areas identified in terms of more vulnerable groups and working groups established to work around those groups.

Action: The Chair will work with staff to develop wording for additional Covid-19 related questions.

6.2. “How to Sheet” Update

At the November meeting, the Committee agreed that during this cycle, common mistakes and concerns encountered would be documented in order to develop the “How to Sheet”.

Members were requested to indicate if they would benefit from a virtual training session with the Finance Department on reviewing financials. On discussion, some members indicated comfort with reading financials; however, other members suggested that a simple session on how to interpret and understand the organizational budgets could help them establish a knowledge base.

Action: Staff will contact the Finance Department and discuss options.

6.3. Capital Expenditures

As a follow up from the November meeting and the conversation around the definition of capital expenditures, other funders were contacted and indicated that there has been no shift or change, or adjustment to language in policy around capital expenditures.

7. Orientation

A PowerPoint orientation was presented, and an overview provided of the Committee’s mandate, time commitments and grant review process for 2021.

8. Any Other Business

8.1 Binders

Members were requested to indicate their preference around the binder distribution, and returning last year's binders for shredding. Members indicated that they would drop off last year's binders and at the same time, pick up this year's binders.

Action: Once the binders are ready, an email will be distributed to the members, and then members can schedule a pick up time.

8.2 Meeting Notices

Members indicated preference that meeting notices be sent by both calendar invite, and email notification.

8.3 Schedule

At the next meeting, further details will be provided with respect to timelines for the final report with recommendations to Council.

8.4 Meeting Platform

A suggestion was presented to explore whether it would be possible to move the meeting platform from Zoom to Microsoft Teams.

Action: Staff will look into whether Zoom is available.

9. Next Meeting Date – Wednesday, February 17, 2021

10. Adjournment

The meeting was adjourned at 9:00 pm.

District Vision Statement

Our goal is to be recognized among the most sustainable communities in the world as demonstrated through our environmental stewardship, strong network of neighbourhoods, a vibrant economy and community-driven growth and change.